



RESIDENTIAL BUILDING PERMIT CHECKLIST FOR THE CITY OF VENTURA

STARTING YOUR REBUILD

CITY OF
VENTURA



REBUILDING TOGETHER



Here's what your process will look like

1. Work with a design professional to assemble a complete submittal packet.
2. An appointment is required for Building & Safety submittals. Call to schedule an appointment to save time 805-677-3901. Visit the Thomas Fire Rebuild counter.
3. Once your complete plans are received, they will be checked to all necessary division requirements:
 - a) Building and Safety
 - b) Planning Division
 - c) Land Development
 - d) Fire Department
 - e) Environmental Services
4. Plan check review comments will be compiled by the differing divisions and departments and will be available to the designer/applicant in a timely manner. Some comments may require correction or clarification by the design professional before permits can be issued.
5. Some requirements, including residential fire sprinklers will be listed as a deferred submittal for review at a later time.
6. Verify compliance with CC&Rs and check with your Homeowners Association if applicable. Advisory only.

An incomplete packet will not be accepted and will require you to come back at a later time with missing information.

CITY OF VENTURA
BUILDING & SAFETY
www.cityofventura.ca.gov

City of Ventura
Building & Safety Division

**THOMAS FIRE REBUILD
RESIDENTIAL PLAN CHECK SUBMITTAL
SCREENING CHECKLIST**

PROJECT ADDRESS: _____ DATE: _____
 PROJECT DESCRIPTION: _____ SQ. FTG.: _____ STORIES: _____
 APPLICANT: _____ (NEW OR REMODEL) PHONE #: _____

REQUIRED	DOCUMENTS <i>Items not checked "required" are not applicable</i>	PROVIDED	MISSING	REQUIRED	DOCUMENTS <i>Items not checked "required" are not applicable</i>	PROVIDED	MISSING
	DRAWINGS REQUIRED <small>- MINIMUM ITEMS TO BE SHOWN ON PRINTS AS APPLICABLE</small>				DRAWINGS REQUIRED — continued <small>- MINIMUM ITEMS TO BE SHOWN ON PRINTS AS APPLICABLE</small>		
<input type="checkbox"/>	6 FULL SETS OF PRINTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FOUNDATION PLAN	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	GENERAL DATA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FLOOR FRAMING PLAN	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SITE PLAN WALL UTILITIES SHOWN & SIZES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROOF FRAMING PLAN	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CITY OF VENTURA CALGreen CHECKLIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ARCHSTRUCT DETAILS	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	MWELO / LANDSCAPE SHEETS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ELECTRICAL, MECHANICAL & PLUMBING PLANS REQUIRED IF OVER 3000 SF AND/OR (3) STORIES	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	GRADING PLAN (See Land Development)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUPPORTING DOCUMENTATION	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EXISTING DEMO FLOOR PLAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	FLOOR PLAN FOR EACH BLDG/STORY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ELECTRICAL FLOOR PLANS EA. STORY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	REFLECTED CEILING PLAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BUILDING CROSS SECTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EXTERIOR BUILDING ELEVATIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR OFFICE USE ONLY ARE THE DOCUMENTS COMPLETE FOR SUBMITTAL? YES NO
 If the answer is NO, then the 14 business day timeline cannot be accomplished.

DATE: _____ REVIEWED BY: _____
(NAME OF PERSON REVIEWING SUBMITTAL PACKAGE)

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To receive your building permits here is what you will need

To download this form visit www.cityofventura.ca.gov/thomasfirerebuild

Plan and document requirements

What is in a Complete Set of Drawings?

Submitting an incomplete application packet is likely to cause significant time delays.

This guideline has been prepared to help you and your design professional ensure all required information is organized and ready for review. To provide the quickest path to rebuild. All of these steps must be completed to receive your building permit.

General Information

- Code Compliance Statement listing applicable codes
- Project name, address and clear scope of work
- Owner information: Name, Address, Phone Number and Email
- Designer Information: Name, Address, Phone Number and Email
- Cover sheet must identify previously existing square footages of structures being replaced
- Clear indication that the project will be fire sprinklered with a note indicating the sprinkler plans will be submitted separately to Fire Prevention
- Sheet Index of drawings
- Vicinity Map of project location
- Zoning Designation (can obtain from City website www.cityofventura.ca.gov)

Building Data

- Occupancy group(s) per Building Division (For Residential, generally R3 or U)
- Type of Construction (Generally VB)
- Floor area per story and total floor area
- Building height (height calculation if in a hillside area)

CALGreen Checklist Forms

- City of Ventura CALGreen Checklist to be incorporated into the set of prints or attached to plans

CHECKLISTS

Energy Compliance Form

- CF-IR and MF - IR to be incorporated into the set of prints

Site/Plot Plan

- North Arrow
- Topographic Map
- Lot dimensions and bearings
- Building footprints with overall dimensions and projections (such as eaves, bay windows or balconies)
- Easements and building setback lines including second story setbacks and garage setbacks (if applicable)
- Location of any existing structures to be demolished/previous building footprint is highly recommended
- Block walls and retaining walls
- Lot coverage calculation

Landscape and Irrigation Plans

- Landscape drawings showing location of structures, planting areas, sod areas, mulch areas and plant legends
- Irrigation drawings and calculations show hydrozones, irrigation system, automatic controllers, irrigation valves, check valves, etc.
- Completed Maximum Applied Water Allowance Spreadsheet or Model Water Efficient Landscape Ordinance (MWELO)

Grading Plan and Details

- Existing drainage patterns, proposed drainage patterns, and drainage devices (as applicable)
- Existing and new contours, including elevation data and benchmarks
- Soil excavation calculations of export and import (cubic yards)
- Proposed retaining walls and related structural calculations
- Erosion control plans/MWELO designation

Architectural Plans

- Floor plans for each story, including basement level
 - Fully dimensioned and to scale, with scale noted (minimum 1/4"=1')
 - All windows and doors properly located with type and sizes
 - Location of safety glazing and egress windows
 - Location of all appliances, including forced air unit, water heater, range, refrigerators, etc.
 - Location of plumbing fixtures
 - Location of gas, electrical and water meters
 - Location, type and model of approved listed fireplace appliances
 - North Arrow
 - Label all rooms
 - Wall Legends

Hillside Height Survey See Planning Department

Property Line Survey

CHECKLISTS

■ Electrical Floor Plans

- Per City policy all residential structures exceeding 3,000 s.f. require full electrical sheets
- Outlets GFCI, AFCI, switches and light fixtures
- Relationship of switches to their respective fixture or appliance

■ Roof Plan

- Roofing material and class
- Attic ventilation calculations and number, as well as type of attic vents
- Direction and slope of roof, valleys, hips, skylights, etc.
- Overhangs, eaves, gables, and rakes dimensioned
- Show Solar ready zone

■ Building Sections

- Provide building section at most informative locations
- Label rooms, interior finishes
- Clearances from framing to grade
- Subfloor to top plate heights
- Identify insulation and show where required
- Provide detail references

Exterior Elevations

- Elevations with all vertical planes, including courtyards or other elements
- Windows and doors properly located
- Overall building heights
- Note all exterior finishes (see CBC 7A & CRC R337)

Architectural Details

- Attic venting details
- Handrail, guards and support details
- Floor changes: such as from deck to floor
- Water heater seismic strapping
- Stairway, ground rail, window and door moisture protection

Structural Plans

- Structural Design criteria
- Wind speed, seismic Design Category
- Shear wall/braced wall schedules
- Verify information on structural calculations match drawings, if applicable

CHECKLISTS

Foundation Plans

- Dimensions, footings, piers, grade beams, anchor bolts and holddowns, etc. (as applicable)
- Referenced detail bubbles
- Underfloor venting details

Floor Framing Plan

- Reference extent of and label all framing members, shear or braced walls, etc.
- Referenced detail bubbles/schedules

Roof Framing Plan

- Label all framing members, shear or braced walls, etc.
- Truss information clearly shown (if applicable)
- Provide truss shop drawing
- Referenced detail bubbles

Structural Details

- Roof to wall, wall to floor, floor to foundation details
- Shear transfer details
- Holddown, post and pier details
- Chord, plate splice, details etc.
- Calculations

Mechanical and Plumbing Plans

- Location and size of any required backflow prevention device, sized to meet fire flow demand
- Per City policy, all residential structures exceeding 3,000 s.f. require full mechanical and plumbing sheets

WORKING TOGETHER TOWARD TOTAL RECOVERY

We're here to help if you have questions about the requirements of the packet. Working together, we can overcome the devastation of the fires and help our entire community recover.

Learn more about
what you need to rebuild at
www.cityofventura.ca.gov/thomasfirerebuild
or call 805-677-3901

